CHAPTER 10

DIRECTORATE OF INFORMATION SYSTEMS AND TECHNOLOGY (C)

10000 DIRECTOR

MISSION: Acts as advisor to the Commander for the worldwide integration of all process and information control systems for the intransit accountability, receipt, warehousing, reutilization/transfer/donation (R/T/D), marketing, sale, demilitarization, abandonment/destruction, and environmentally compliant ultimate disposal of foreign excess, excess and surplus personal property and scrap. Directs the development of system applications based on business rules provided by the functional business units and DRMS customers. Responsible for the integration of all DRMS processes from field level operations, corporate oversight through process control limits, and proactive decision information techniques. Teams with the DRMS managers to facilitate matrixed, cross-process reviews to adopt best business practices, increase R/T/D, increase corporate revenue, and partner with other government entities and private, commercial concerns to achieve Command initiatives. Serves as a member of and advises the DRMS Board of Directors. Makes major decisions and takes actions that have a direct and substantial effect on DRMS operations and programs, worldwide. Plans and manages resources to meet substantial changes in property disposal and environmental legislation and program authority. Determines which process control and decision information systems projects or program segments are to be initiated, dropped, or curtailed.

RESPONSIBILITIES:

1. Chairs the DRMS Configuration Control Board (CCB).

2. Represents DRMS at Information Technology conferences and higher-level meetings.

10100 CHIEF, PROCESS APPLICATIONS DIVISION (CA)

MISSION: Provide assistance to functional users on various applications. Work closely with the functional offices to develop all new system applications and changes to existing systems. Maintain the management information systems. Develop and maintain the World Wide Web.

RESPONSIBILITIES:

1. Develops and implements systems/requirements/procedures applicable to the Management Information Distribution and Access System (MIDAS) and Decision Support System (DSS).

2. Serves as the Oracle Database Administrator.

3. Serves as the RIC/DoDAAC monitor and maintains the RIC/DoDAAC tables.

4. Maintains a central repository of automated management data.

5. Develops project milestones for DRMS system projects from development through deployment, to include critical paths and monitors progress against such project milestones.

6. Serves as data owner for major DRMS production processes.

7. Serves as liaison to DLA/DDC/Distribution depots for RCP related system issues.

8. Manages and maintains the DLA centralized control system for DLA small arms by serial number in the Small Arms Serialization Program.

9. Develops Detailed Functional Requirements (DFRs) for all changes to existing functional automated processes and requirements for new functional processes.

10. Reviews, analyzes and makes recommendations regarding the scope, applicability and priorities of proposals for the development of functional documentation for systems. Ensures both standardization of format, language and subsystem compatibility.

11. Evaluates proposals and requests resulting from new or revised mission and functions which have a major impact on the integrated functional operating systems. Recommends action to reflect feasibility, applicability, economical impact and desirability.

12. Maintains a repository for DLA corporate data elements that are operational and available for use by the activity.

13. Develops and processes data queries in response to external and internal customer requests.

14. Develops and conducts orientation and training for customer in the use of functional system applications as appropriate.

15. Performs and monitors the project testing of all increments to include functional testing (FT), environmental testing (ET) and initial operational capabilities (IOC) with functional users and the developer.

16. Develops and coordinates objectives and concepts to enhance operational programs.

17. Develops and implements systems/requirements/procedures applicable to property accounting and control of disposal assets, to include functional matters relating to DAISY receiving, warehousing, R/T/D, marketing and environmental operational processes.

18. Develops, evaluates and revises functional requirements for the Automated Information Technology (AIT) program.

19. Provides customer service by researching and resolving Problem Tracking Reports (PTRs) for all system applications.

20. Provides systems liaison with GSA for matters concerning FEDS and/or DAISY.

21. Serves as Reportable Property Custodian for DRMS-C.

22. Provides team members as needed for various teams in DRMS.

23. Exercises staff supervision over DRMS intransit control/property accounting systems; monitors, develops improvements and provides guidance on property accounting matters.

24. Maintains mechanized programs and provides operational systems support, including but not limited to DAISY, BOSS, ERS, SHIP, MIDAS, DNSP, RCP.

25. Acts as the DRMS representative with regards to DoD mechanized system interface with DRMS, i.e. MILSTRIP, MILSTRAP.

26. Serves as Contracting Officer Representative (COR) and Contracting Officer Technical Representative (COTR) for government contracts.

27. Administers all aspects of hosting the annual System Monitors Conference, including but not limited to the development and scheduling of presentation topics, registration of attendees, and security coordination, as well as lodging and transportation reservations.

28. Serves as program manager and administrator for the DRMS WEB.

29. Responsible for DAISY program management, planning, and programming.

10200 CHIEF, POLICY, PLANNING AND RESOURCE DIVISION (CP)

MISSION: Provides policy and planning guidance to the CIO on matters relating to all aspects of Information Technology, to include configuration management.

FUNCTIONS:

1. Programs, schedules, and tracks expenditures and resources required in support of the software development programs.

2. Develops, coordinates, and maintains software development program management plans.

3. Ensures the compliance with approved DLA/OSD development standards.

4. Develops the CIO Business Plan.

5. Serves as the DRMS representative to DLA on the Business System Modernization (BSM) project, Portfolio Management, and the Collaborative Configuration Management groups.

6. Serves as alternate Chair and Executive Secretary for the DRMS Configuration Control Board (CCB).

7. Ensures the compliance of all systems to Configuration Management rules and principles. Ensures the DRMS Configuration Management documents are all up to date.

8. Chairs the Configuration Management Group (CMG), operational systems management group, and architecture meetings.

9. Serves as the program manager for WEB DOCs (imaging).

10. Coordinates the formulation, development, justification, and execution of the DRMS IT operating budget.

11. Represents the DRMS CIO in resource management discussions with DLA.

12. Develops IT obligation plans, maintains records of expenditure, reviews and reports performance against the obligation plan, and recommends corrective action.

13. Promotes activities that improve the efficiency and achievement of best value solutions, for DRMS-IT resources to include BCAs and EAs.

14. Reviews, develops and publishes procedures and policy relating to all information systems and technology to include improvements.

15. Develops and maintains the Functional Priority List (FPL) for Systems Change Requests (SCRs), arranges negotiation for the FPL.

16. Controls all of the DRMS System Change Requests, maintains log and file of SCRs.

17. Serves as project coordinator of the Electronic Data Interchange (EDI) effort for all of DRMS.

18. Serves as the configuration manager for existing and new DRMS operational systems.

19. Serves as Terminal Area Security Officer for DRMS-C.

21. Serves as Contracting Officer Representative (COR) and Contracting Officer Technical Representative (COTR) for government contracts.

22. Processes IT procurements to include MARDs, IMPACT card purchases, and MIPRs.

10300 OPERATIONS DIVISION (CS)

MISSION: Responsible for providing stand-alone, mid-tier, and telecommunications support to DRMS worldwide. Responsible for providing ADP security for DRMS.

RESPONSIBILITIES:

1. Provides diagnostic assistance to users of ADP/T to determine the cause of and correct problems encountered in the use of ADP/T hardware and software.

2. Provides liaison/interface services for customers to activities furnishing operational support of corporate applications in response to local jurisdiction needs. Interface may be with DISA customer support representatives, megacenters, Central Design Activities, or DLA.

3. Evaluates End User Computing (EUC) hardware, software and telecommunications requirements for compatibility with mid-tier systems and corporate processes. Assists end users in the identification of computer hardware, software and communications equipment which satisfies requirements.

4. Develops specifications and recommends hardware/software configurations required to satisfy production requirements.

5. Assists in problem identification and resolution, including problem escalation to outside activities.

6. Performs installation/relocation on-site assistance of mid-tier/production hardware/software.

7. Install and maintain all DRMS and DRMO Local Area Networks.

8. Performs systems administration duties covering loading and configuring software for mid-tier hardware architecture.

9. Operates mid-tier hardware architecture and ensures timely delivery of report products, where applicable.

10. Ensures that the ADP/T Configuration Management system includes the establishment, maintenance and tracking of the changes to the functional baseline throughout the lifecycle of an operational system as configuration items are identified for baseline management.

11. Administers the configuration, installation, hardware and operating system problem resolution and systems administration of mid-tier computers for all DRMS activities.

12. Analyzes DRMS programs to assure effective utilization of the capability. Directs or performs automation studies and activity assessment for new technology to enhance existing computer processes and procedures in support of the DRMS mission.

13. Develops and documents new activity telecommunications requirements to include wide area network needs that are compatible with corporate/DISA direction.

14. Performs mid-tier and mainframe capacity planning analyses. Installs and maintains firewalls and Intrusion Detection Systems.

15. Serves as Contracting Officer Representative (COR) for government contracts.

16. Participates in the surveys for placement of ADP/T equipment.

17. Performs all functions concerning the Internet.

18. Performs ICR functions for DRMS.

19. Serves as database administrator/manager for major DRMS databases.

20. Executes corporate batch processes, monitors data flow and daily operations of corporate and DRMO databases world-wide. Identifies problems with the authority to execute corrective action.

21. Assists and monitors in the project testing of all increments to include functional testing (FT), environmental testing (ET) and initial operational capabilities (IOC) with functional users and DSIO.

22. Develops acquisition documents for hardware, software, and communications equipment.

23. Develops and conducts orientation and training for customers in the use of software/hardware as appropriate.

24. Serves as the Information Systems Security Manager for DRMS, providing security oversight for all systems and AIS interfaces.

25. Provides Information Assurance Support to DRMS and DRMOs.

26. Monitors system usage.

27. Monitors and manages virus protection and CERT actions.

28. Manages system accreditation.

29. Provides and performs all ADP security functions.

30. Provides COOP support for DRMS.

31. Provides system monitor support for Recycling Control Point (RCP) DAISY.

32. Provides ADP Asset Management/resource tracking.